

**Town of Arundel**  
**Joint Meeting of Board of Selectmen and Budget Board**  
**Minutes**  
**Wednesday, 1<sup>st</sup> March, 2017**  
**Mildred L. Day School Library**  
**600 Limerick Road**

**Members in Attendance**

**Board of Selectmen:** Velma Jones Hayes, Phil Labbe, Dan Dubois, Tom Danylik, Jason Nedeau

**Budget Board:** Shawn Hayes, Jack Reetz, Michelle Moore, Paul Raymond, John Bell

**Other Attendees:** Keith Trefethen, Town Manager, Jenn Welch, Recreation Director

**I. Call to Order:** Chair Shawn Hayes called the meeting to order at 7:01 pm, noting that the meeting of February 15<sup>th</sup> had been cancelled due to weather and sickness.

**II. Approval of Agenda:** Mr. Reetz indicated that he would like to include some comments about a meeting he had attended on Monday, 27<sup>th</sup> February which would pertain to the hiring of a second Sheriff's Deputy. Mr. Hayes agreed to include Mr. Reetz's comments under Item V, Other Business. Mr. Dubois moved to approve the agenda as amended. Ms. Hayes seconded and the motion passed unanimously.

**III. Approval of Minutes of February 1, 2017:** Mr. Nedeau moved to approve the minutes of February 1<sup>st</sup>, 2017. Mr. Dubois seconded and the motion passed unanimously.

**IV. 17/18 Municipal Operating Budget Development & Review:**

**b. 11-04 Professional Services:** The Town Manager notified the meeting that under account 11-04 he had, after consultation with the Town Attorney, reduced the budgeted amount to \$30,000. He also stated that he had added to the amount for Mapping, GIS Updates & Vision Software, resulting in a new total for the account of \$73,536.

**c. 12-03 Town Hall Administration:** Under Account 12-03, Mr. Trefethen stated that he had added \$300 to the Office Supplies account, resulting in a total of \$93,922 for Town Hall Administration. He noted that he had corrected a significant error in the proposed budget for Account 12-05 which resulted in a decreased total for the Administration account of \$348,144. In response to a query from Mr. Dubois, the Town Manager said that the 12-05 account covered salaries for the Town Manager, Town Clerk, Deputy Clerk, Deputy Treasurer, and a part time assistant.

**d. 14-03 Miscellaneous Transition Budget:** Mr. Trefethen stated that he had received a request of \$14,000 (up from \$12,000) from the Kennebunk Free Library, which the meeting would need to consider. Mr. Dubois moved to keep the proposed amount at \$12,000 which was seconded by Mr. Raymond. Mr. Reetz dissented, stating that Arundel's contribution to the Library was minimal for a Town with a population of 4,000 when compared with the amount contributed by the Town of Kennebunk. After some discussion and a vote, the motion was defeated 4-6 with Dubois, Ms. Hayes, Raymond and Moore in favor. Mr. Labbe moved to approve \$14,000, seconded by Mr. Reetz, and this motion passed 6-4 with Dubois, Ms. Hayes, Raymond and Moore voting against.

The Town Manager noted that in addition to the list of Social Service agencies normally supported by the town, three new agencies, Lifeflight, Red Cross and Maine Public Radio/TV/Online had requested funding this year. After a lengthy discussion, it was agreed to fund the Social Service agencies as follows, provided that their requests for funding were received prior to the budget being finalized:

York County Community Action	1,600.00
Visiting Nurses/Maine Health	1,200.00
Community Outreach Services	2,000.00
Maine Behavioral Healthcare	550.00
Kids Free to Grow	200.00
Caring Unlimited	900.00
Day one	400.00
Southern Maine Agency on Aging	800.00
Southern Maine Veterans Cemetery Association	800.00
York County Shelters	250.00
Red Cross	500.00
<b>Total:</b>	<b>\$9,200.00</b>

**e. 15-01 Public Works Changes:** The Town Manager notified the meeting that the Public Works Budget had been revised slightly to a total of \$704,689.

**a. 19-01 Recreation, 19-03 Recreation Bus Reserve:** The Town Manager stated that the Rec Department Budget had increased by approximately 7%, necessitated in large part by the State mandated minimum wage increase. He also pointed out that this increase would be largely offset by an increase in revenue generated by the department. In response to questions from Ms. Hayes, the Rec Director stated that fees for the Summer Rec Program had been increased from \$680 to \$715 for the eight week program. She stated that although no discount was allowed for more than one student enrollment, a scholarship fund was available to provide financial help when appropriate, and other financial resources were available when necessary. Mr. Dubois questioned the increase in salaries, which Ms. Welch explained in some detail, also noting that approximately 100 children were enrolled in the Summer Program. She also stated that the Department had historically been able to keep the department's net expenses to about \$15,000 by utilizing user fees.

Ms. Hayes asked how the Rec Department computer program was working, to which Ms. Welch replied, "awesome". She also noted that the Rec Department bus was running well, when questioned by Mr. Labbe. Ms. Welch gave the meeting a detailed breakdown of computer software expenses in response to a question from Mr. Dubois. There was a brief discussion of expenses associated with the Rec Department bus.

**V. Other Business:** Mr. Nedeau reported that he had examined the roof and siding at the Fire House and that both would require repairs in the next two to three years.

At Ms. Hayes suggestion, Mr. Dubois moved to approve the Public Works and Recreation Department Budgets and Ms. Hayes seconded. It was then voted unanimously to approve the Public Works budget for \$704,689 (Account #15-01), the Recreation Department budget for \$239,365 (Account # 19-01) and the Recreation Department Bus Reserve account for \$6,250 (Account #19-03).

Mr. Dubois moved to approve the Miscellaneous Services Budget (Account #14-03) in the amount of \$296,161, recognizing that the County Tax amount was still subject to change. Ms. Hayes seconded and the motion passed unanimously.

Mr. Bell suggested discussing the hiring of an additional Sheriff's Deputy. Mr. Reetz noted that at a recent meeting, the Sheriff had reiterated his position in favor of Arundel hiring an additional deputy. He also stated that if an additional deputy were hired it might be contractually possible for the town to have some control over the deputy's schedule. Mr. Dubois asked what the effect would be on the town's bottom line if an additional deputy were to be hired. Mr. Bell estimated a difference of \$0.29 on the mil rate. The Town Manager stated that he had contacted the Sheriff's office to try to get updated crime statistics for Arundel. Mr. Hayes emphasized that he would like to see year to year statistics which might indicate a crime trend. Mr. Reetz suggested that an additional officer should be looked at as a crime preventative. Mr. Raymond suggested changing the existing officer's schedule to provide more coverage during those hours when criminal activity was more prevalent. Ms. Hayes raised the problem of speeding in Arundel, particularly on River Road and Limerick Road. After further discussion, the Town Manager stated that he would again contact the Sheriff's office to try to obtain more detailed crime statistics for Arundel.

Mr. Dubois suggested that the Boards should start to compile cost data on the proposed new Town Hall. Mr. Trefethen stated that he already had estimates which he would e-mail to the members. Mr. Nedeau felt that a design different from that proposed could generate some cost savings. Mr. Labbe voiced his concern that a new building should be large enough to accommodate future growth in Arundel.

Mr. Reetz notified the meeting that the Arundel Conservation Trust was now officially recognized as a 501(c)(3) non-profit organization under the auspices of the Kennebunkport Conservation Trust. Mr. Reetz also notified the meeting that although budget figures for RSU21 were not yet available, he was estimating an increase of 2.5% to 3% for operating expenses and a 3% increase in debt coverage.

**VI. Establish additional meeting schedule and Adjournment:** The next meeting was scheduled for Wednesday 15<sup>th</sup> March, 2017, at 7:00 pm. There being no other business, Mr. Bell moved to adjourn the meeting, seconded by Mr. Raymond, and the meeting was adjourned at 8:32 pm.

*I hereby certify that the above is a true and accurate record of the Joint Meeting of the Board of Selectmen and Budget Board of March 1st, 2017.*

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*John Bell*  
*Secretary, Budget Board*